

I. PURPOSE

This Administrative Directive outlines procedures to be followed by employees and relevant parties, as defined in Section V-B of this Administrative Directive, regarding non-City sponsored business to include events, activities and/or meetings, except as provided for in collective bargaining agreements.

II. POLICY

The City relies on its employees to provide excellent customer service to the public, so it is important that they and other relevant parties understand that employees must dedicate themselves to City business during paid work hours. Therefore, to minimize distraction and interruptions in the work environment, there shall be no solicitation of City employees in person, by email, by faxes or by telephone, and no conduct of non-City sponsored business during working hours, except as designated by this Administrative Directive.

III. POLICY GUIDELINES

- A. Employees and relevant parties can solicit, contact, or conduct non-City sponsored business with a City employee only during the employee's **non-work** hours.
- B. Each worksite will retain a "Community Bulletin Board" or kiosk for the posting of written items related to non-City sponsored business. The bulletin board or kiosk must be located in a location that is readily accessible to all employees.
- C. All items for posting must be submitted to a designated Site Coordinator, who will post said items within 48 hours, provided the items do not violate the provisions described in Section III-D (see below). "Community Bulletin Boards" and/or kiosks will be used solely for the notices pertaining to the following:
 - 1. Recreation, Social, or Community Affairs;
 - 2. Employee Organization or Association Meetings and Activities;
 - 3. Employee Organization or Association Elections;
 - 4. Listings of current list of Employee Organization/Association Officials; and,
 - 5. Advertisements or announcements from employees and relevant parties regarding non-City sponsored events, activities, products and or/meetings.
- D. Notices or announcements shall not contain anything of a political nature, and shall not disparage the City or any of its employees or relevant parties. Disparaging comments include, but are not limited to, statements that ridicule, belittle, or malign any party, including the City or any of its employees. Any item which disparages a single individual will not be posted. Other items deemed questionable by a Site Coordinator will be forwarded to the Human Resources Department for review. Should the Human Resources Department determine that the item(s) violates this provision, it will notify all Site Coordinators that the item is not suitable for posting and instruct them to remove any of the items that may have already been posted.
- E. All items regarding Non-City Sponsored Business should be prepared during non-work hours, utilizing non-City equipment and/or materials. Items will remain posted for a period not to exceed 30 calendar days, or the day following the event described in the posting, if applicable.

ADMINISTRATIVE DIRECTIVE 4.45

Worksite Access for Non-City Sponsored Business

Effective Date: May 3, 2004

Revision Date(s):

- F. City-owned property can be used for non-City sponsored business, including events, activities and/or meetings, as authorized by this policy or when authorized in writing by the City Manager, the Department Director or their designee. To expedite the process, requests should be made to the Site Coordinator in writing via e-mail, fax, or correspondence at least 48 hours in advance of the event. Verbal requests will be considered by the Site Coordinator on an ad-hoc basis, and accommodated contingent on facility limitations, availability, and/or customer demands.
- G. Where possible, each worksite will maintain an area in the facility parking lot (city owned or managed) to be made available **at all times** to employees and relevant parties to meet with employees during their non-work hours. Parties interested in using such locations do not need to notify the Site Coordinator. These locations will be determined and approved by the Department Director, and information regarding these designated areas will be posted on the "Community Bulletin Board" and communicated to the Human Resources Department for central reference via attached form. For worksites that cannot maintain such an area, or in the case of major events, an alternate area will be designated and made available to parties upon request of the Site Coordinator. For safety reasons, meetings with more than 15 employees should be planned for an alternate site, as described in Section III-F.
- H. An employee may meet one-on-one with relevant parties during his/her scheduled, unpaid lunch or meal period in a designated area (i.e. lunch or break room areas). The meeting may not disturb other employees in the designated area. Conflicts regarding use of these areas should be reported to the Site Coordinator for immediate resolution. As mentioned before, to expedite the process, requests should be made to the Site Coordinator in writing via e-mail, fax, or correspondence at least 48 hours in advance of the event. Verbal requests will be considered by the Site Coordinator on an ad-hoc basis, and accommodated contingent on facility limitations, availability, and/or customer demands.
- I. Each City job worksite will be identified by name, address and department(s), and communicated to the Human Resources Department. This information will also include the name, contact information, and hours of availability for each Site Coordinator, as well as information regarding approved meeting location(s) for the purposes described in this Administrative Directive. This information will be available for reference between the hours of 7:30 AM and 5:15 PM, Monday through Friday (excluding holidays) at the Human Resources Department office at 111 Plaza de Armas.

IV. RESPONSIBILITIES

Human Resources Department

- A. In cases where a Site Coordinator requests review of a questionable item, the Human Resources Department will be responsible for reviewing and approving/disapproving questionable items proposed for posting on the bulletin boards and kiosks. This should be done in a timely manner, not to exceed two (2) business days.
- B. The Human Resources Department will maintain the information described in Section III-I , and make such information available as requested during office hours.

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- C. The Human Resources Department shall ensure that the provisions, (and any future revisions) of this Administrative Directive are communicated to each registered employee association/organization, and made available to other relevant parties upon request.

Department Directors

- A. Each Department Director shall comply with the provisions of this Administrative Directive, and provide timely information to the Human Resources Department as described in Section III-I. Departments with multiple worksites must provide a "Community Bulletin board" or kiosk, and designated meeting area(s) for each site, with the exception of shared worksites, in which Department Directors can agree on mutual locations for these accommodations.
- B. Each Department Director shall designate a Site Coordinator for each worksite in writing and forward that information to the Human Resources Department, as indicated in Section III-I. Department Directors with shared worksites can agree on one Site Coordinator for that work location. Changes to Site Coordinator designations should be communicated to Human Resources immediately.
- C. Each Department Director shall ensure that the provisions of this Administrative Directive are communicated to each of their respective employees. Information regarding this Administrative Directive should be made available upon request to relevant parties by the Site Coordinator.
- D. Each Site Coordinator is responsible for posting, maintaining, and monitoring the bulletin board or kiosk to ensure that all items posted over 30 calendar days are promptly discarded. The Site Coordinator is also responsible for notifying the Human Resources Department to seek guidance concerning the posting of any items he/she suspects is in violation of Section III-D of this Administrative Directive. All Site Coordinators notified by the Human Resources Department to remove any posted items shall comply with that request immediately.
- E. The Site Coordinator will immediately contact the Human Resources Department when violations of this Administrative Directive occur.

V. DEFINITIONS:

- A. **City-Owned Property:** Any property under the control of the City, including leased premises, parking facilities, and common areas not generally available to the public.
- B. **Relevant Parties:** Employees, individuals, employee associations, employee organizations, other organizations, and businesses, and their members or representatives.
- C. **Site Coordinator:** The individual designated by the Director who is responsible for monitoring and coordinating non-City sponsored events, activities and meetings on City property.
- D. **Non-City Sponsored Business:** An organization, event, activity, and/or meeting that is not sponsored by the City or City Manager. Non-City sponsored businesses/organizations include, but are not limited to, employees, individuals, employee associations/organizations, organizations that sell cosmetics, clothing, personal items, kitchenware, food items, clubs that solicit memberships, solicitation for sales of candy, cookies, raffle tickets, or other types of fundraisers to benefit individual churches, schools,

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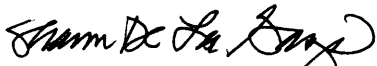
and boys'/girls' clubs. An authorized payroll deduction for a business or organization is not an indication of City sponsorship.

- E. **Non-Work Hours:** Work hours are defined as that time which the City is paying an individual employee to perform work for the City, and include paid rest or coffee breaks. Non-work hours include unpaid lunch or meal breaks, and the time period prior to and immediately following an employee's designated work hours. Department policies related to employee shifts and clocking out must be followed.

VI. DISCIPLINARY ACTION

- A. Employees who violate this policy may be subject to disciplinary action in accordance with the Municipal Civil Service Rules of the City of San Antonio, Rule XVII, Disciplinary Suspensions, Removals or Demotions.
- B. As the access granted in this Administrative Directive is deemed a privilege, any outside party found to be in violation of this policy may be restricted for a period of time or, depending on severity or frequency of the violation, permanently prohibited from access to City facilities or posting accessibility. Such a determination may be made by the Department Director, with the concurrence of the Human Resources Department. Any employee association/organization, other organizations, and businesses that are restricted or prohibited from the privileges described in this Administrative Directive will be notified in writing via certified mail by the Human Resources Department.

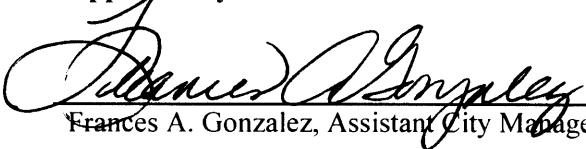
This directive supersedes all previous correspondence on this subject. Information and/or clarification may be obtained by contacting the Human Resources Department at 207-8334.



Sharon De La Garza, Human Resources Director

5/3/04

Date

Approved by:

Frances A. Gonzalez, Assistant City Manager

5/3/04

Date

Approved by:

Terry M. Brechtel, City Manager

5/3/04

Date

Attachment

**HUMAN RESOURCES DEPARTMENT
EMPLOYEE RELATIONS DIVISION**

WORKSITE ACCESS FOR NON-CITY SPONSORED BUSINESS FORM

Objective: This form will be completed by all departments to identify the following:

- Name and contact information for Site Coordinator
- Job worksite location(s)
- Information regarding approved meeting area(s)
- One form completed per job worksite

I. Department: _____

II. Site Coordinator:

Name: _____

Office Number: _____

Coordinator's
Hours: _____

III. Job Worksite(s):

(1) Worksite Name: _____

Address: _____

Worksite Contact: _____

Office Number: _____

Contact's
Hours: _____

Designated
Meeting Place(s): _____

Shared worksite? If yes, what departments share this facility?

Does this facility have a parking lot? If no, is there a designated space outside the property that would accommodate a meeting?

- ☐ Worksite map attached for each location, designating approved meeting area(s) and bulletin board(s).